



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

12 DEC 2024

DIVISION MEMORANDUM

No. 753, s. 2024

**ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE
 AIDE VI (CLERK III)**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Administrative Aide VI (Clerk III)**.
2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Friday, December 20, 2024** to the **Records Unit** of the Division Office of the Schools Division of the City of Batac.
3. The following basic qualification standards shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the evaluation of applicants:

ADMINISTRATIVE AIDE VI (CLERK III)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)	SALARY GRADE
Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) or First Level Eligibility	N/A	6-1 (P18,255.00)

4. Applicants shall submit one (1) copy of the following documentary requirements:
 - a. Letter of intent addressed to the Schools Division Superintendent, using the following format:

ANSELMO R. ALUDINO
 Schools Division Superintendent
 Schools Division of the City of Batac

Thru: JADLEY MEL P. PISO
 Administrative Officer IV
 Human Resource Management Officer

- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;



SDCB RECORDS UNIT

2418792



DepEd Batac City



batac.city@deped.gov.ph



www.csdбатаc.com

Asuncion Street, 16-S Quiling Sur,
 City of Batac, Ilocos Norte
 Telephone No.: (077) 677-1993

- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduation and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period/s covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form which can be downloaded from <https://tinyurl.com/5dx77m6c>, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 4(i) is not relevant to the position to be filled, if applicable.

5. Online submission of electronic copies of the above-enumerated application documents may be submitted through the official email address of the HRMU (sdcbhrunit@deped.gov.ph), subject to the submission of the hard copy for purposes of verification.

6. Submitting original documents is strongly discouraged, as they are only required for presentation during the validation process.

7. Applications with incomplete documents shall not be entertained.

8. Applicants are reminded that once the application is received by the Division through its Records Unit, no additional document/s shall be accepted.

9. Applications submitted after the deadline of submission shall not be included for this screening, but shall be included in the list of succeeding screening/s.

10. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

11. Applicants are also reminded that **DepEd Order No. 007, s. 2023 will be used as the legal basis in the recruitment, selection and appointment.**

12. The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.

13. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;

14. Immediate and widespread dissemination of this Memorandum is desired.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: CS Form No. 9 Revised 2018
Reference: None
To be included in the Perpetual Index
Under the following subject:

Application Documents

OSDS HRMU FDA/Submission of Application for Administrative Aide VI (Clerk III)
083/December 11, 2024

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions


RECEIVED

Office/Unit: CSC FO Ilocos Norte
Transaction No. INFO-24-641
Posting Time: 10 DEC 2024
Received by: JRPAJ
Remarks:

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:


ANSELMO R. ALUDINO
Schools Division Superintendent
Date: **DECEMBER 10, 2024**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Special Education Teacher I (Elementary)	OSEC-DECSB-SPET1-60030-2024	14	35,434.00	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
2	Teacher II (Elementary)	OSEC-DECSB-TCH2-66203-1998	12	30,705.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
3	Teacher I (Elementary)	OSEC-DECSB-TCH1-60087-2021	11	28,512.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
4	Teacher I (Elementary)	OSEC-DECSB-TCH1-60107-2016	11	28,512.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
5	Teacher I (Elementary)	OSEC-DECSB-TCH1-60711-2012	11	28,512.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
6	Teacher II (Senior High School)	OSEC-DECSB-TCH2-60763-2017	12	30,705.00	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At Least NC*II + TMC**I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent appointment; RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring	N/A	Schools Division of the City of Batac
7	Teacher I (Junior High School)	OSEC-DECSB-TCH1-60634-2014	11	28,512.00	Bachelor of Secondary Education (BSEd.) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
8	Teacher I (Junior High School)	OSEC-DECSB-TCH1-60941-2018	11	28,512.00	Bachelor of Secondary Education (BSEd.) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)	N/A	City of Batac National High School Poblacion
9	Teacher I (Junior High School)	OSEC-DECSB-TCH1-60930-2018	11	28,512.00	Bachelor of Secondary Education (BSEd.) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)	N/A	Batac National High School

NOTED:
ATTY. REX R. AMI
Director II

10	Administrative Aide VI (Clerk III)	OSEC-DECSEB-ADA6-60010-2016	6	18,255.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Schools Division of the City of Batac
----	------------------------------------	-----------------------------	---	-----------	--	---------------	---------------	--	-----	---------------------------------------

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **DECEMBER 20, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
2. Photocopy of the Performance Rating in the last three rating period(s) (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Updated Service Records (if applicable).
6. Certificate of Outstanding Accomplishments.
7. Certificate of Trainings Attended.
8. Omnibus Sworn Statement
9. Checklist of Requirements, and
10. Other documents as may be required under DepEd Order Nos. 007, s. 2023 and DepEd Order No. 66, s. 2007.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ANSELMO R. ALUDINO
 Schools Division Superintendent
 #16S Quiling Sur, City of Batac, Ilocos Norte
SDCBHRUnit@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**This notice of vacancy is open to all qualified applicants regardless of age, race, ethnicity, sexual preferences and PWDs.*

The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.